

## How ADOT Selects Employees

ADOT is committed to diversity so we can draw talent and ideas from all segments of our population.

Our goal is to hire and retain the best-qualified candidates, regardless of race, religion, color, national origin, age, sex, or disability. Our training and development programs ensure a diverse workforce in all job categories and pay grades.

### Steps in Hiring Process

- 1 Apply by submitting resume
- 2 Keep your resume *on file* at our office
- 3 Check current job openings
- 4 Nominate yourself for a job!
- 5 Candidates selected for interview
- 6 Most qualified candidate is offered a job

#### 1 Apply by submitting resume

To apply for a position, submit your resume and *Resume Supplement form SF501* to the Human Resources Office. No need to wait for a position to be announced before submitting a resume, our office accepts resumes *with form SF501* on a continuous basis. But don't forget the *form SF501*!

#### 2 Keep your resume on file at our office

Your resume must be *on file* at the Human Resource Office for you to be considered for a job. After you send in your resume, it is kept *on file* for six months. You may call the Human Resources Office (602.712.8188) to make certain your resume has been put on file.

**The technology behind the scenes.** Your resume is scanned using *optical character recognition software (OCR)* and put in a *database*. When a job opens, the Human Resource Office uses the software to “read” all the resumes in the system to search for applicants who meet the position requirements. The system that does all this is called *Resumix*.

### ③ Check current job openings

Current openings are posted on this website each week.

### ④ Nominate yourself for a job!

If your resume is already *on file* and a great job opens, what do you do?  
Nominate yourself for the job!

Because your resume is on file, you may be selected to interview automatically. However, sometimes our computer system fails to identify every qualified candidate. When you nominate yourself, a real-live person will read your resume to determine whether you qualify for the job. If you meet the position requirements, your name is added to the list of candidates.

To nominate yourself, send your resume and a completed self-nomination form to the Human Resources Office.

### ⑤ Candidates selected for interview

The supervisor selects the people he/she wants to interview from a list of qualified applicants supplied by the Human Resources Office. The hiring supervisor calls to set up a time for the interview.

### ⑥ Candidates interviewed

At the interview, you may be speaking with a panel of people—the supervisor, department employees, and others interested in the selection. While interviewing with several people can be stressful, the purpose is to be sure the best candidate is selected.

Like many employers, we ask you to give examples of your skills and accomplishments. Often we ask what you would do in situations similar to those you might face on the job.

### ⑦ Most qualified candidate offered a job

After careful consideration of all the candidates, the panel rates each person and recommends the candidate who scores the highest. That person is offered the job.

## Benefits of our hiring process

#### **Hiring decisions are based on qualifications**

- Your experience and knowledge are what counts
- We look for motivated people who communicate a desire to work for us

#### **We seek a diverse workforce**

- We're interested in what you can do

#### **Our interviewers are trained to select the best candidate**

- Interviewers learn how to ask the right questions and rate people fairly
- Our Human Resources Office and Equal Opportunity Office monitor all hiring decisions to ensure fairness